

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

## MUSEUM PROGRAM ASSISTANT

July 15 to August 23, 2024

<b>JOB ID:</b> C31-24	<b>LOCATION:</b> 936029 Airport Road, Mulmur, ON
<b>JOB TYPE:</b> Temporary Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on March 8, 2024

Reporting to the Programming and Outreach Coordinator, the Program Assistant will be responsible for interacting with visitors and sharing stories and historical information in-person through our camp program and other events.

### What we can offer YOU!

- A competitive hourly wage of \$16.55
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

### What you'll do

- Assist the camp supervisors and leaders in implementing activities for our onsite summer camps.
- In collaboration with other museum staff, oversee campers aged 7-12, ensuring safety and well-being at all times.
- Assist with any scheduled programs or tours. These may include group visits to the museum or hands-on workshops.
- Other duties as assigned

### What you'll bring

- Are currently enrolled in secondary (high school) program. Preferred candidates have an interest in Teaching, Early Childhood Education, History, Indigenous Studies, English, Arts, or a similar topics
- Passion for and experience with storytelling (historical narrative)
- Strong oral communication and writing skills
- Experience working with children ages 7-12 is an asset
- Ability to work outdoors in a variety of conditions such as summer heat
- Friendly, courteous, and helpful
- Reliable, responsible, and takes initiative to help others
- Strong organizational and time management skills
- Ability to multi-task and move between projects
- Access to a reliable vehicle/transportation to the site

This position is subject to the receipt of a Canada Summer Jobs grant. In order to be eligible for this position you must:

- Be between 15 and 30 years of age at the beginning of the employment period\*
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and,

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**Note:** \*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca) with the subject line: "MoD: Museum Program Assistant".

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by April 5, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.